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25 YEAR RE-REVIEW

20 August 1953

MEMORANDUM FOR: Deputy Director of Training (General)

FROM : Chief, Plans & Policy Staff

SUBJECT : Weekly Activities Report--Period - 14 - 20 August 1953

1. Project 52-21, Provisionally-Cleared Personnel. Memorandum to DD/A now in preparation for signature of DTR seeking to have OTR responsibility for training professional provisionally-cleared personnel ended.
2. Project 52-37, Collection Manual. ^{25X1} [redacted] JOT temporarily assigned to this office, continues his study of the material drafted thusfar. In resultant conferences, it has been agreed that one chapter and several shorter sections need to be rewritten. He is preparing alternative versions that will be useful as this process proceeds.
3. Project 52-41, Training Liaison Officers. Agenda for the series of TLO meetings on 25, 26, and 28 August have been distributed to the various Training Liaison Officers in preparation for the meetings. (copies attached)
4. Project 52-51, Registrar Reporting. In temporary suspense.
5. Project 53-3, Training Bulletins. The remarks of Allen Dulles and Charles Cabell at the last Orientation Course have been received by S/PP from Chief, O and B/D, and are now being edited. Both will be transmitted to Robert Long for review and comment prior to issuance as Training Bulletins.
6. Project 53-5, CIA Regulation on Clerical Training. Meeting set up for today with [redacted] (Personnel) to resolve ^{25X1} ^{25X1} qualified concurrence of Chief of Admin., DD/P [redacted]. The qualification concerns a waiver provision for required clerical training. After agreement has been reached between OTR and O/Pers., and approved by DTR, S/PP will request concurrence from Shannon before transmittal to Echols for official promulgation.
7. Project 53-6, CIA Regulation on Management Training. In process.

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8. Project 53-13, Glossary of Intelligence Terminology. DD/TR(S) has been briefed and provided with notes in preparation for the DD/P TLO meeting next week. A batch of reactions from study by members of the DD/P Training Committee was received 19 August and will be presented to DD/TR(S).
9. Project 53-42, O/TR Publications Committee. Redraft of proposed regulation is in process.
10. Project 53-43, I G Inspection of Office of Training. The material for presentation to the IG, Part II, "Activities of the Office of Training" and half a dozen supporting appendices have been completed, approved by DTR and forwarded to the IG for his review. Parts III on Organizational Considerations of the Training Function, and Part IV, Training Problems have been completed in draft form and forwarded to D/TR along with covering memorandum for review. All action of this Staff is now completed subject to advice to contrary.
11. Project 53-47, Employee Suggestion #468. This proposal that a glossary of abbreviations be prepared and distributed in connection with Indoctrination or Orientation Programs has been discussed with [REDACTED] of IT/D and [REDACTED] of O and B/D. An analysis for the Incentive Awards Committee has been drafted and will be presented to D/TR on 20 August.
12. Project 53-48, Regulations control. S/PP now responsible for preparation of OTR concurrence or non-concurrence to Agency regulations, after coordination with appropriate personnel of OTR. Several regulations are now in process of coordination.
13. The project of renovating the files will be completed by the close of business Friday, 21 August. [REDACTED] will terminate her temporary duty with this office and will be assigned to TAB effective 24 August at that time.

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Enclosures 3

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ENCLOSURES

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